

Building Inspector/Code Enforcement Officer

Department: 611 - Planning

EEO Class: Technical

Date Approved: 9 6 2011

FLSA Status: Non-Exempt

Date Approved: 9/6/2013

Position Overview

Inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards. Inspects existing housing structures and property as well as enforcement of ordinances, zoning regulations and environmental nuisances.

Work includes responsibility for performing field and office work. Inspections are conducted independently in accordance with departmental regulations.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Inspects residential, commercial, industrial and residential buildings during and after construction or alterations and repairs to ensure compliance with codes and ordinances to include but not limited to building, electrical, plumbing, mechanical, approved plans, specification, and standards.
- Reviews plans and specifications for compliance with code provisions as required and inspects properties to approved plans and specifications.
- Inspects work sites to ensure possession of required licenses and permits.
- Conducts inspections for compliance with the City minimum housing and zoning codes and investigates complaints of unauthorized installations, violations of city codes, planning and zoning ordinances, tree ordinances, sign ordinances, and property maintenance.
- Identify violations as a result of inspections and document reviews.
- Confers with business owners, property owners and contractors. Conveys information regarding deficiencies and/or violations noted during inspections or investigations and provides technical assistance and recommends corrective actions as necessary.
- Conducts follow-up investigations or re-inspections to ensure and document corrective measures were taken for all non-compliances.
- Issues compliance and/or violation notices establishing time constraints for compliance and posts properties in accordance with state laws as required.
- Prepares documentation for City Council agendas and for the placement of advertisements.
- Develops paperwork as deemed necessary to support Environmental court cases.

- Compiles and completes data for administrative and public reports; composes routine memos, letters, legal forms, notices and other material required for efficient job performance and code compliance.
- Assists in the review of plans and specifications for permit approval and issuance as required.
- Confers with Chief Inspector, Chief of Code Enforcement, and Building Official as necessary for technical assistance and information.
- Maintains records of inspections and actions taken as required.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of all federal, state and local housing, building, and zoning laws, codes and regulations governing all aspects of use and occupancy.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to detect code and ordinance violations and to determine appropriate remedial actions. (e.g., Ability to detect and identify deficiencies in materials or construction)
- Ability to effectively present information and respond to questions from the general public.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to work with mathematical concepts and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with the public tactfully and courteously.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Ability to extract legal descriptions and ownership information from records as required.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply plans specifications, drawings, and blueprints to work in progress.
- Maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High School or equivalent or Associate's degree in construction management, public administration, urban studies, or related studies, and one to two years related experience in structural inspections and/or training in the methods, materials and techniques involved in building construction, repair and alteration and the installation of electrical plumbing and heating systems and equipment, or equivalent combination of education and experience.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license. Must obtain ICC Inspector Certification within 12 months of hire.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.